

DEPUTY COMMISSIONER OF
PLANNING AND ECONOMIC DEVELOPMENT

Rev. 05/04
Erie County
Exempt
JG: XVII
MS/ceb

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing the activities of the County Planning Division in the development of plans for County growth as well as programs and policies and coordination of County and other agency planning. The incumbent also coordinates economic development activities for the County. This is a professional managerial position involving administrative planning work. The incumbent is responsible for exercising leadership and coordinating the development of both future and current planning studies for the County and other levels of government. Work is performed under the general supervision of the Commissioner of Environment and Planning. Supervision is exercised over Planning Division Staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as representative of the Executive Branch of County Government in contacts with other public bodies, private interests and civic groups with respect to the best development of the County;
Provides professional advice and assistance to local municipalities and various other groups and agencies regarding the general planning and development of the County;
Explains new and revised planning programs to lay and professional groups;
Trains subordinates and advises them on the more difficult aspects of their work;
Coordinates planning activities with the activities of the Federal and State governments, towns, cities, villages, and regional agencies;
Delivers speeches and prepares newspaper and radio releases concerning planning subjects;
Reviews plans and specifications for compliance with County policy and sound planning principles; conducts statutory zoning referral programs;
Keeps records and makes reports concerning the above activities;
Keeps abreast of professional developments in the field of planning by outside reading and study and attendance at professional meetings;
Oversees preparation of the County's Capital Improvement Program and recommendations for the annual capital budgets;
Oversees administration of the County's Housing and Community Development Block Grant.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, objectives and techniques in the field of City, County and regional planning; thorough knowledge of planning implementation systems, including capital budgeting; thorough knowledge of drafting principles, map reading and techniques involved in chart preparation; thorough knowledge of and ability to effectively use general planning analyses techniques; good knowledge of conventional planning research methodology; ability to prepare and present comprehensive and master plan concepts effectively, both orally and in writing; ability to follow detailed oral and written instructions; ability to meet, speak and consult with local officials and civic groups; ability to supervise a number of subordinate personnel; sound professional judgment; accuracy; initiative and resourcefulness; tact; sound administrative and leadership traits; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree majoring in urban or regional planning, public administration, environmental studies, political science, sociology, municipal government, economics, geography, architecture or landscape architecture, or a Bachelor's degree including a minimum of thirty-two (32) semester hours of courses directly related to the above fields; supplemented by seven (7) years of experience in City, County or regional planning; at least three (3) years of which were in a responsible supervisory or administrative capacity.

NOTES:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Master's degree in urban or regional planning may be substituted for two (2) years of the required generalized experience.

Public Administration pertains to the management of public affairs particularly executive functions involving the management of governmental or institutional affairs. Such functions include financial, personnel, purchasing and operations management.

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements